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Civil Defense Manual

for the

Central Library Building



Boston Public Library

1951

CIVIL DEFENSE PROGRAM IN THE LIBRARY

The development of a Civil Defense Program for the Library is in the hands of John J. Connolly, Assistant to the Director, and Chief Executive Officer. Assisting in the development of this program are the following:

John J. Tuley Coordinator, Civil
Defense Program,
Boston Public Library

Central Library

Charles J. Gillis Deputy Coordinator,
Civil Defense Program,
Boston Public Library
(for activities pertaining
to bibliothecal staff and
to members of the public)

Patrick A. Kennedy Deputy Coordinator,
Civil Defense Program,
Boston Public Library
(for activities pertaining
to the clerical and me-
chanical staff and for
the physical plant)

Branch Libraries

Albert L. Carpenter Deputy Coordinator,
Civil Defense Program,
Boston Public Library
(for activities pertaining
to branch libraries)

First Aid

Edna M. Wollent, In charge of Medical
R. N. Aid and Health Services

In addition to the above group who are responsible for certain specific duties in connection with the Civil Defense Program, another group is in operation and is known as the Civil Defense Planning Committee.

This committee is a planning committee, not an operating committee, and advises, comments, and make suggestions for the development of the Civil Defense Program in the Library.

Assisting in the development of the program are the following:

Sarah M. Usher, Chairman

Gerald L. Ball	Grace B. Loughlin
Marjorie G. Bouquet	Eamon E. McDonough
Ruth S. Cannell	Pauline Winnick
Mary G. Langton	John J. Tuley,
	Ex Officio

General Instructions for Members of the Staff

EACH MEMBER OF THE STAFF SHOULD THOROUGHLY FAMILIARIZE HIMSELF WITH THIS MANUAL

Like any other Civil Defense unit in the country the library units operate on the basis of voluntary service and self-help. Civil Defense workers are from the bibliothecal staff and from the clerical and mechanical staffs.

In order to avoid duplication of effort and to prevent dual responsibilities, the Civil Defense unit in the Library is part of the Civil Defense Department of the City of Boston.

The maintenance of discipline and morale is one of the major responsibilities of a Civil Defense worker, who must be prepared to control hysteria and panic which hinder the successful conduct of emergency activities.

- (1) Never start rumors. A single wild rumor could start a panic that might cost you your life.
- (2) Don't fail to assist in carrying out instructions. Don't remain in lavatories, staff room, lunch room or locker rooms.
- (3) Don't return for your clothing.
- (4) Don't run. Move quickly, but do not rush.
- (5) Don't cause confusion.
- (6) Don't attempt to use elevators.
- (7) Be alert and avoid mishaps.
- (8) Be calm and obey any directions given by wardens.
- (9) You may have just three (3) minutes to get to your assigned shelter area.
- (10) Smoking is prohibited in the entire building during an air raid alert.

CIVIL DEFENSE IS SELF DEFENSE

CIVIL DEFENSE IS EVERYBODY'S BUSINESS

PUBLIC AIR RAID WARNING SIGNALS

The following basic system of Public Air Raid Warning Signals has been adopted by the Civil Defense Department of the City of Boston. The Library, as a unit of the Civil Defense Department of the City of Boston, will receive notice of an enemy attack on the city.

Red Alert Public Warning Signal

The Red Alert will be of a three (3) minutes duration. It will consist of fluctuating or warbling signals of varying pitches by sirens, or a series of short blasts by horns or whistles. The Red Alert is the on the spot final warning and requires the immediate compliance with procedures prescribed for the protection of life and property.

All Clear Public Signal

The All Clear will be a series of three (3) steady one (1) minute blasts by sirens, horns, or whistles interrupted by silent periods of two (2) minutes each.

No Warning Signal

In the event that no warning is given, and a very brilliant flash of light is seen overhead, it is an indication of the explosion of an atom bomb. Drop flat on the floor and bury your face in your folded arms in order to protect your face from flash burns, temporary blindness and to keep flying objects out of your eyes.

CENTRAL LIBRARY AIR RAID WARNING SIGNALS

Red Alert Warning Signal

A steady blast for three (3) minutes on the sirens in the courtyard and basement of Central Library.

All Clear Signal

A series of three (3) steady one (1) minute blasts on the sirens in the courtyard and basement of Central Library, interrupted by silent periods of two (2) minutes each.

WHAT TO DO WHEN YOU HEAR THE AIR RAID WARNING SIGNAL

When an Air Raid Warning Signal is sounded the Senior on duty in each room is responsible for the evacuation of all individuals (both public and staff) from that room or area.

For example: The Chief of the Department, the First Assistant, the Second Assistant, the Senior Assistant, or whoever may be Senior on duty on the spot at the moment when the Air Raid Warning signal sounds.

The Senior on duty is to announce calmly and distinctly to all individuals (both public and staff) in the room that the signal sounded was the Air Raid Warning and that all individuals are to go to the nearest shelter area.

All members of the library staff employed in public departments must be familiar with the exits from that room or area so that they can guide members of the public to shelter areas.

Members of the Library staff employed in a public department are to remain on duty until all members of the public have been evacuated.

If possible close all doors before leaving for a shelter area.

In case of fire during an emergency the regular Library Fire Alarm consisting of bells will be sounded.

Remember you may have only three (3) minutes to get to your shelter.

STAIRWAYS AND CORRIDORS TO BE USED AS MAIN EXITS TO SHELTER AREAS

<u>Sargent Stairway</u>	leading from Sargent Hall to Chavannes Corridor
<u>Main Stairway</u>	leading from Chavannes Corridor to Entrance Hall
<u>Two Stairways to the left and right of Pates Hall</u>	One leading to Conference Room and one leading to mezzanine
<u>Southeast Stairway</u>	leading from Executive Offices stack 3 level to basement area
<u>Chavannes Corridor</u>	on second floor between entrance to Abbey Room and entrance to Young People's Room
<u>Southeast Corridor</u>	on main floor between entrance to Information Office and entrance to new Open Shelf Dept.
<u>Northeast Corridor</u>	on the main floor between the main staircase and entrance of Periodical and Newspaper Department
<u>Two Stairways in Open Shelf Department</u>	leading to new basement area
<u>Blagden Street Stairway</u>	leading from Fine Arts Department to Blagden Street Lobby exit
<u>Blagden Street Annex Stairway</u>	leading from Printing and Binding Departments to Blagden Street Annex exit
<u>Back Stairway</u>	leading from West Gallery to Stage Anteroom

West Stairway

in the rear of
building leading
from landing outside
Statistical De-
partment and Lecture
Hall to courtyard
landing

Stairway Near Men's
Public Lavatories

leading to basement
area

Stack 4 Corridor

leading from Blagden
Street elevator to
Statistical Department

Stack 2 Corridor

leading from Blagden
Street elevator to the
Exit that leads to area
adjacent to Women's Public
Lavatory

Stack 1 Corridor

leading from Blagden
Street elevator to
Shipping Department

EVACUATION PLAN

Upon the sounding of an Air Raid Warning Signal, the following plan shall be followed:

Third Floor

Printing Department and Binding Department occupants shall descend the Blagden Street Annex Staircase to the Shipping Department, thence through the Shipping Department to Stack 1, and descend the Blagden Street Stairway then to Shelter Area B in basement.

Rare Book Department, Music Department, Treasure Room, Sargent Hall, Print Department, Science and Technology Department and Fine Arts Department occupants shall descend the Sargent Hall Staircase to Chavannes Corridor, then go down the Main Staircase to the Southeast Corridor, then proceed to the new Open Shelf Department, and then descend the stairway on the right, to Shelter Area A in basement.

Stack 6 Level

Trustees Room and Stack 6 occupants shall descend the Blagden Street Staircase to Shelter Area A in basement.

Stack 6 Men's and Women's Locker Rooms occupants shall descend the iron staircase to the Lecture Hall Anteroom, then descend the West Staircase to the Courtyard level, then descend the staircase adjacent to the Men's Public Lavatory to Shelter Area D in basement.

Stack 5 Level

Director's Office, Record Room and Stack 5 occupants shall descend the Blagden Street Staircase to Shelter Area A in basement.

Second Floor

Teachers Department, Young People's Room and Young People's Workroom occupants and those who may be in rear section of the Lecture Hall, shall proceed to the Chavannes Corridor, then descend the Main Staircase to the Southeast Corridor, then to the new Open Shelf Department, then descend the staircase on the left to Shelter Area C in basement.

History Department and Bates Hall occupants shall descend the staircase leading to the mezzanine, then descend the Southeast Staircase leading to the new basement area, then to Shelter Area A in basement.

Catalog Area of the General Reference Department and Abbey Room occupants shall proceed to the Chavannes Corridor then descend the Main Staircase to the Main Entrance Hall, then proceed to the new Open Shelf Department, then descend the staircase on the right to Shelter Area A in basement.

Book Stack Service, Registration Department and Lobby leading to Director's Office occupants shall descend the Blagden Street Staircase to Shelter Area B in basement.

Stack 4 Level

Book Stack Service, Book Selection Department and Cataloging and Classification Department of the Division of Home Reading and Community Services occupants shall descend the Blagden Street Staircase to Shelter Area C in basement.

Cataloging and Classification Department of the Reference and Research Services occupants shall proceed through the Statistical Department, then descend the West Staircase to the Courtyard level, then descend the staircase adjacent to the Men's Public Lavatory to Shelter Area D in basement.

Statistical Department, Stage Anteroom, Map Room, Curator's Office of Lowell Institute occupants and those who may be in the front section of the Lecture Hall, shall descend the West Staircase to the Courtyard level, then descend the staircase adjacent to the Men's Public Lavatory to Shelter Area D in basement.

Stack 3 Level

Bookmobile Office occupants shall descend the iron staircase to the Branch Issue Department, then proceed through Stack 2 and descend the Blagden Street Staircase to Shelter Area A in basement.

Stack 3 occupants shall descend the Blagden Street Staircase to Shelter Area A in basement.

Book Preparation Department occupants shall descend the spiral staircase, then proceed through Stack 2, then descend the Blagden Street Staircase to Shelter Area A in basement.

Office of the Chief Librarian of the Division of Reference and Research Services Office of the Chief Librarian of the Division of Home Reading and Community Services occupants shall descend the Southeast Staircase leading to the new basement area then to Shelter Area A in basement.

Temporary Conference Room occupants shall ascend the staircase leading to the Chavannes Corridor, then descend the Main Staircase to Shelter Area E in Entrance Hall.

Stack 2 Level

Accounting Department, Branch Issue Department, Business Office, Personnel Office, Hospital, Staff Library, and Training ClassRoom occupants shall proceed through Stack 2, then descend the Blagden Street Staircase to Shelter Area A in basement.

Women's Washroom, Women's Locker Room, Women's Lounge, and Women's Lunch Room occupants shall proceed to the Exit leading to the area adjacent to the Women's Public Lavatory then to the Courtyard through the double doors leading to landing above the Men's Public Lavatory, then descend staircase to Shelter Area D in basement.

The Coffee Shop occupants shall descend the staircase leading to the Shipping Department then proceed along Stack 1 and then descend the Blagden Street Staircase to Shelter Area B in basement.

Patent Room occupants shall descend the West Staircase to the courtyard level, then descend the staircase adjacent to the Men's Public Lavatory to Shelter Area B in basement.

First Floor

Office of the Superintendent of Buildings occupants shall descend the Blagden Street Staircase to Shelter Area B in basement.

Exhibits Office and Information Office occupants shall proceed to the new Open Shelf Department, then descend the staircase on the left to Shelter Area B in basement.

Open Shelf Department occupants shall descend the staircase on the left to Shelter Area A in basement.

Newspaper and Periodical Department occupants shall proceed to Shelter Area F on the Main Floor.

Courtyard occupants shall proceed to Shelter Area E in Entrance Hall.

Women's Public Lavatory occupants shall proceed to the courtyard, then through the double doors leading to the landing above the Men's Public Lavatory then descend staircase to Shelter Area D in basement.

Men's Public Lavatory occupants shall descend the staircase to Shelter Area D in basement.

Stack 1 Level

Shipping Department, Supply Room, Men's Locker Room, Men's Washroom, Men's Lunch Room, Men's Smoking Room and Women's Locker Room and Stack 1 occupants shall descend the Elagden Street Staircase to Shelter Area B in basement.

Members of the staff who may be in the annex stacks shall proceed to the nearest Shelter Area.

Members of the staff who may be in transit from one department to another shall proceed to the nearest Shelter Area.

Members of the staff who may be in the Basement shall proceed to the nearest Shelter Area.

SHELTER AREAS

The following areas in the Central Library have been designated as Shelter Areas, during periods of an Air Raid for members of the public and for members of the staff:

Shelter Area A

The basement area under the new Open Shelf Department. The Little Theatre and the corridors adjacent to this area.

New Open Shelf Department	200
Little Theatre	50
Passageway near booths	20
Audio-visual work room	30

300 people

Shelter Area B

The basement area adjacent to the Engine Room and the Electrician's Shop.

110 people

Shelter Area C

The Book Storage Area adjacent to the Engine Room and the passageway leading to the Bound Newspaper files.

110 people

Shelter Area D

The basement area under the Patent Room and the area adjacent to the Carpenter Shop.

100 people

Shelter Area E

The Main Entrance Hall

75 people

Shelter Area F

Northeast corridor on the Main floor between the entrance to the Periodical and Newspaper Department and the new Book Return Desk.

45 people

Shelter Area G

Southeast corridor on the Main floor between the entrance to the new Open Shelf Department and the Information Office.

50 people

Shelter Area H

Air tunnel in basement area.
(To be used for an overflow.)

60 people

Shelter Area J

Chair Storage Space (adjacent to the Carpenter Shop).
(To be used for an overflow.)

100 people

Shelter Area K

Baling Room in basement.
(To be used for an overflow.)

50 people

Total 1,000 people

SPECIAL INSTRUCTIONS

The removal of, or interference with, emergency facilities or fire equipment is prohibited.

Aisles and passageways shall not be obstructed.

Hose stations of the stand-pipe system shall not be obstructed in any way.

The book railway and pneumatic tube system shall be shut down upon the first sound of an Air Raid Warning Signal.

If it is necessary to shut off the electric service in any section of the building during an emergency, such work shall be done only by a member of the Electrical Unit. Before doing so they shall notify the Fire Control Center.

All control valves shall be readily accessible and unobstructed.

The ventilation system shall not be shut down during an emergency except on orders from the Fire Control Center.

SPECIAL INSTRUCTIONS FOR PRINTING AND BINDING DEPARTMENTS

Members of the Printing and Binding Departments upon the sounding of an Air Raid Warning Signal shall shut off power and gas on all equipment.

Report to Fire Control Center by telephone as soon as the area has been evacuated.

SPECIAL INSTRUCTIONS FOR LECTURE HALL

If an Air Raid Warning Signal is sounded during a motion picture performance the lights shall be turned on immediately, and a slide announcing the signal sounded is an Air Raid Warning Signal shall be flashed on the screen.

During a concert, lecture or meeting the person in charge shall announce calmly and distinctly to the audience that the signal sounded is an Air Raid Warning Signal and direct the audience to the nearest Shelter Area. As soon as the Lecture Hall is cleared, the person in charge shall notify the Fire Control Center by telephone and give the approximate number of people evacuated from the Lecture Hall.

SPECIAL INSTRUCTIONS FOR FIRE CONTROL CENTER

Upon receiving a Public Warning Signal from the Civil Defense Department of the City of Boston or by radio the person on duty shall immediately sound the Library Air Raid Warning Signal. This signal will be transmitted over the sirens in the Courtyard and basement, and will consist of a steady blast for three (3) minutes.

The Short Wave Receiver set shall be turned on and a record kept of instructions which may be broadcast during the period of emergency.

It is most important that a record be kept of all reports received from the Library Civil Defense Units. List first the name of person making the report and make a note of the time report was received.

Report promptly to the local Report Center (Division 16 Co.6-4330) all incidents, damages or casualties suffered in the building.

No one will be allowed in the Fire Control Center during an emergency except the Coordinator and his staff and two telephone operators.

All Clear Signal will be a series of Three (3) steady one (1) minute blasts on the sirens.

SPECIAL INSTRUCTIONS FOR TELEPHONE OPERATORS

On the sounding of an Air Raid Warning Signal all connections on the switchboard shall be discontinued except on the telephone in the Fire Control Center.

All messages from Boston Civil Defense Department shall have priority.

All incoming official telephone calls received shall be recorded in duplicate on a form and immediately relayed to the Coordinator.

No outside calls shall be made from any telephone in the building except on the telephones in the Fire Control Center and the First Aid Station located in Shelter Area.

All official outgoing calls shall be recorded. Note the number, name of person and the time.

The use of all inside phones, except those definitely assigned for use by the Library Civil Defense Units shall be discontinued during an emergency.

There shall be two operators on duty during an emergency.

The telephones listed are to be used only by the Library Civil Defense Units and only for inside calls.

Printing Department
Fine Arts Department
Print Department
Music Department
Young People's Room
Teachers Department
Statistical Department
Center Desk
Supervisor's Office
Director's Office
Book Selection Department
Division of Home Reading
and Community Services
Branch Issue Department
Hospital
Patent Room
Newspaper Room

Information Office
New Open Shelf Department
Shipping Department
Building Superintendent's Office
Engine Room
Electrician's Shop
Emergency First Aid Station
Carpenter Shop
Paint Shop

GENERAL INSTRUCTIONS FOR WARDENS

Upon the sounding of an Air Raid Warning Signal quickly and quietly take your assigned post.

Walk - Don't Run! And do not allow anyone else to run. Obey orders.

All wardens have a responsibility to help maintain discipline, morale, and order in their assigned areas to prevent hysteria. Wardens must have a thorough knowledge of their assigned areas. They must know the locations of doors, staircases and corridors.

Wardens must know their fellow Wardens. They must also know members of First Aid Groups, the Fire Fighting Unit and the Shelter Area Unit.

Wardens must be alert for any sign of panic or illness. They must guide anyone in need of help to the nearest quiet location and call for First Aid if needed.

Wardens must report any emergency conditions, such as fires, leaks, etc. to the Fire Control Center.

Wardens must not allow anyone to go to the Locker Rooms.

If a Warden's post is on a staircase landing he must see that doors on the staircase are hooked back. It is a Warden's responsibility to see that people are kept in orderly lines. Request frequently that individuals hold hand rails and proceed quickly to Shelter Areas. If a Warden's post is on the Main Staircase, request individuals to stay close to the walls.

Wardens must see that all doors are closed.

If anything happens in an area that a Warden cannot control, he must immediately notify the Fire Control Center of the incident and ask for assistance.

The entire Annex building shall be evacuated during periods of an Air Raid Warning, except Civil Defense members assigned to a specific duty.

Wardens assigned to the Main Entrance Hall (Shelter Area E) shall close the two side bronze doors and leave the middle door half open to allow the public to enter from the street. This door should be closed after Wardens are sure the area in front of the Library is clear.

Warden assigned to the Stack 2 Area at the completion of the evacuation in his area should check The Coffee Shop and Staff Lunch Room to make sure that all electrical appliances have been turned off, as well as the ventilator in the Women's Lounge.

Any member of the public who insists should be allowed to leave the building and must be directed to the Main Entrance.

Wardens should study and make a record of all unusual problems and incidents that might arise during emergency with a view to more efficient handling in future.

Wardens are not permitted to change or depart from any rules or regulations published in this manual.

MEDICAL AID AND HEALTH SERVICES

Edna M. Wollent, R. N.

(In charge)

Upon the sounding of an Air Raid Warning Signal all First Aiders shall report to the First Aid Station in Shelter Area A. Under the direction of the Nurse they will make ready cots, first aid equipment and supplies. When the station has been adequately manned and prepared to receive casualties, First Aiders will notify the Fire Control Center.

It is important to remember that only the Nurse or trained First Aiders shall handle the injured during an emergency.

Upon receiving a call for an injured person who is unable to walk, a stretcher squad will be dispatched by the Nurse or First Aider in charge of the station.

On the sounding of "All Clear" signal the Nurse or First Aider in charge will report to the Fire Control Center the number of casualties receiving attention. All members of the First Aid Staff will remain on duty until dismissed by the Nurse.

MAINTENANCE SERVICES

William F. Quinn

Superintendent of Buildings

The Maintenance Services will be responsible for protection of the Library buildings and occupants.

Electrical Unit

J. Joseph Danker (In charge)

Joseph F. Fallon

Edward F. Maynard

Herbert Hanson

Patrick J. Reilly

Their duties will be:- Installation, maintenance of Air Raid Warning system, communications, emergency lighting, electric power and emergency electrical work.

Engineering Unit

Hubert McKiernan (In charge)
James M. Barry
Albert F. Hunt
William J. Kane
John G. Priess
Charles F. Weider

Their duties will be:- Control of sprinkler system, steam pumps, valves, water & sewage mains, illuminating gas lines, book railway, pneumatic tube system and ventilation system.

On the completion of any repair job during an emergency the Fire Control Center shall be notified.

Fire Squad

Edward F. Lunny (In charge)
Arthur J. Burke
John T. Kyle
John V. McManus
Harry S. Parker
Theodore K. Poirier
John V. Sullivan
Michael Sullivan

Their duties will be:- Rendering adequate fire protection in an emergency unless relieved by the Boston Fire Department who will assume command. There must be cooperation with Boston Fire Department at all times.

Upon the sounding of Air Raid Warning Signal or Fire Alarm signal the squad leader shall see that members of his Fire Squad are at their station.

The Fire Squad will remain at their station (near the Electrician's Shop) unless occupied in fighting fires. Permission to dismiss the Fire Squad must be obtained from Fire Control Center even after "All Clear Signal" has sounded.

After a fire, the squad leader shall inspect all equipment and file a report with the Coordinator. He shall arrange for the replacement of equipment to proper locations.

Outside Water Curtains shall be turned on in the event of fire in adjacent buildings.

If a fire is extinguished by the Sprinkler System the water shall not be shut off, except on orders of the Boston Fire Department or the Fire Control Center.

All fire doors in the basement leading to the area under Boylston Street, Dartmouth Street and Blagden Street sidewalks must be closed.

Shelter Protection Squad

Clifford Fay (In charge)
Walter Coleman
Carmino De Luca
William H. Donald
John J. Kelley
John J. Mealey
William A. Reynolds

The Shelter Protection Squad shall direct the public and staff to shelter areas, keep order and control the number of persons occupying a Shelter Area.

Occupants of Shelter Areas must remain more or less quiet and refrain from undue activity.

As ventilation has an important effect on health conditions, as well as on the physical comfort of the occupants, arrangements will be made for natural or mechanical ventilation.

The Shelter Protection squad is expected to assist the First Aid Units in an emergency.

Elevator Operators

David P. O'Keefe
Martin F. Murphy
William P. Hickey

Upon the sounding of an Air Raid Warning Signal the operator of the Public Elevator shall bring his elevator to the street level, discharge his passengers and direct them to Shelter Area G on the Main Floor.

The operator of the Blagden Street Elevator shall bring his elevator to the basement, discharge his passengers and direct them to Shelter Area A in basement.

The operator shall close elevator doors but shall not latch them. He shall take position outside of elevator door and await instructions and be ready for emergency service.

All elevators must be available for all Emergency Squads and the Boston Fire Department.

Any member of the public or staff who is physically unable to walk down the stairways may use the elevator.

AUXILIARY POLICE OFFICERS

Immediately upon the sounding of an Air Raid Warning Signal the areas listed below are to be covered by the following Auxiliary Police Officers:

Blagden Street Entrance	Joseph A. Crowley
Main Entrance	George W. Gallagher
	John L. McNally

Night Men

Timothy D. Cotter	Ralph H. Mann
Thomas J. Daly	John D. Robertson
Robert J. Mahoney	John M. Rooney

In the event of an Air Raid Warning Signal at night, one Watchman shall proceed at once to the Fire Control Center, and stay on duty there until relieved by the Coordinator or a member of his staff. He shall turn on the Short Wave Receiver Set, and keep a record of instructions which may be broadcast during an emergency. He shall keep a record of all telephone messages coming from the local authorities.

During hours when the Library is closed, the night men, insofar as is possible, are responsible for the handling of any emergencies which may occur in the Library caused by enemy action. If anything happens which cannot be controlled they shall notify immediately Mr Harper, the Coordinator of Division 16 at Co-6-4330, of the incident and ask for aid.

In case of fire in adjacent buildings, the outside water curtain shall be turned on.

Night men shall render adequate fire protection in an emergency unless relieved by the Boston Fire Department who will assume command. They shall see that all fire doors and windows are closed.

SHUT OFF VALVES

WATER -- SPRINKLER SYSTEM -- STAND PIPE SYSTEM
PIPE CURTAIN -- GAS -- STEAM

Water: Main Building:

Shut Off Valve located in area under the Blagden Street sidewalk, reached by door leading from new basement area (Near Station 3).

Water: Annex Building:

Shut Off Valve located under the Blagden Street sidewalk beneath Shipping Room (Near Station 5).

Sprinkler System #1:

Shut Off Valve located in Audio-visual Section in the basement near the sink.

Sprinkler System #1 Controls:

Baling Room
Electrician's Shop
Old Boiler Room
Spaces adjacent to Engine Room
Public Elevator Motor Room
New Basement Area
Space under Dartmouth Street Sidewalk
Periodical storage - near Engine Room
Passageway from Baling room to Blagden Street Staircase
Fire Control Storage Space
Book Railway Machine room and Book Railway Well
Area around the Blagden Street Hydraulic Elevator Lift
Blagden Street Elevator Motor Room and Elevator Well
Blagden Street Elevator
Staircase leading from basement to Blagden Street Lobby

Sprinkler System #2:

Shut Off Valve located in the Basement
Book Stack directly under Men's Lunch Room.

Sprinkler System #2 Controls:

Book Stacks in basement
Passageway leading to Pump room
Lumber Storage space
Carpenter Shop
Tan Room off the Carpenter Shop
Area under the Men's Public Lavatory
Newspaper Files Storage
Under spiral stairs leading to Patent Room
Electrician's storeroom
Passageway from Newspaper files
Air Tunnels
Men's Lunch Room Stack 1
Men's Smoking Room Stack 1
Business Office Stack 2
Accounting Office Stack 2

Sprinkler System #3:

Shut Off Valve located in Shipping Room
near the ramp leading to street.

Sprinkler System #3 Controls:

Shipping Room
Supply Room
Stairway leading from Shipping Room to
Branch Issue Department Stacks
Binding and Printing Storeroom
Paint Shop

In case of failure of the Sprinkler System the Shut Off Valve is to be closed immediately and the Draw Off Valve opened to draw off water from the system as quickly as possible.

The same thing applies in case of fire. The Shut Off Valve shall not be closed until authorization has been given by the Boston Fire Department or the Fire Control Center.

As soon as the System is again in order the Draw Off Valve is to be closed and the Shut Off Valve opened in order to put the System into working condition with ample water.

Sprinkler Alarm

Annunciators (which give prompt notice of the operation of the sprinklers at time of fire, water leakage, or discharge from causes other than fire), are located in the Fire Control Center, Pump Room, and at the foot of the Blagden Street Staircase.

Stand Pipe System(Annex)

Shut Off Valve located in the area under the Blagden Street beneath the Shipping Room. Fire hose on floor levels in the Annex.

Water Curtain (Annex)

Valve in the Printing Department inside the door from the Fine Arts Department and the Sewers Room (Binding Department).

Gas: Main Building (Annex)

Shut Off Valve located in area under the Blagden Street sidewalk beneath the Shipping Department. This Shut Off Valve shuts off both buildings. There is a meter in the Pump Room and Carpenter Shop.

Steam: Main Building (Annex)

Shut Off Valve located in area under the Blagden Street sidewalk beneath the Shipping Department. This Shut Off Valve shuts off both buildings.

Electricity: Main Power Switch and Main Light Switch

Both Switches are located in the Engine Room on the switchboard.

Caution: When pulling switch, Pull Quickly.

Electric Thermostats:

Printing and Binding Departments: Annunciators (Drop #14) located in the Fire Control Center and the Pump Room at foot of Blagden Street staircase will indicate excessive temperature in the Printing and Binding Departments.

WARDEN POSTS

The following individuals, when on duty,
will serve as Wardens in the area noted:

Sargent Hall and Staircase

Richard G. Appel	Bernard F. Doherty
William Crout	George M. Pahud
Michael Dello Russo	Moorfield Storey Jr.
Paul Tibbetts	

Chavannes Corridor

George Adelman	Gerald C. Lyons
George Earley, Jr.	John J. McCafferty
Charles L. Higgins	Paul F. Mulloney

Main Staircase

John A. Devlin	Richard Lyons
Leo J. Hines	Paul V. Moynihan
William R. Lewis	John Usher

Staircases Near the Entrance to Bates Hall

Eamon E. McDonough	John Packard
Euclid J. Peltier	

Entrance Hall

Kenneth C. Barnes	Leonard Macmillan
Thomas P. Carras	Charles H. Pavok
Russell E. Fassett	Maurice J. Rahilly

Southeast Corridor

Gerald L. Ball	Thomas J. Manning
Carl I. Hoyer	George W. Scully
John O'Keefe	

Northeast Corridor

Max Anapolle	Walter J. Bluhm
David A. Cotton	

New Open Shelf Department
and
Staircases to Basement Area

Thomas Aglio	Matthew Moore
Albert J. Brogna	William F. O'Hara
John Hallahan	Ernest W. Roussos

Staircase
Leading from
West Gallery to Stage Anteroom

Walter R. Curley	William DiRosario
Paul F. Mulloney	

Staircase to Courtyard
Near of Building

Frank P. Bruno	Arthur W. Mulloney
Paul McGillicuddy	William J. Scannell
Macy Margolis	Abraham Snyder
Sidney Weinberg	

Staircase
Adjacent to
Men's Public Lavatory

Harry C. Fletcher	Michael Pappoutsakis
Louis Polishook	

Blagden Street Staircase

Stack 6 Landing	Russell A. Scully
Stack 5 Landing	Patrick O. Murtagh
Stack 4 Landing	James S. Kennedy
	William A. McGowan
	William O'Donnell
Stack 3 Landing	Leonard J. Kanter
Stack 2 Landing	Francis W. Myers
Blagden Street	Francis W. Fichter
Corridor	

Blagden Street Annex Staircase

William A. Carey	James P. Mooers
Henry A. Fahey	Leo H. Overlan
James P. Cannon	Daniel W. Sheeran

Stack 4 Corridor

Edward X. Casey	Gerald Hattleman
George A. Estabrook	Frank A. Milillo
Louis R. O'Halloran	

Stack 2 Corridor
near
Accounting Department

Harry Andrews	Frank J. Donovan
Samuel Green	

Stack 2 Corridor
near
Women's Lunch Room

Henry F. Barry Paul E. Nagle
 Aaron A. Starr

Stack 1 Corridor

Lawrence Cudmore Francis P. Moran

First Aid Station
Basement Area

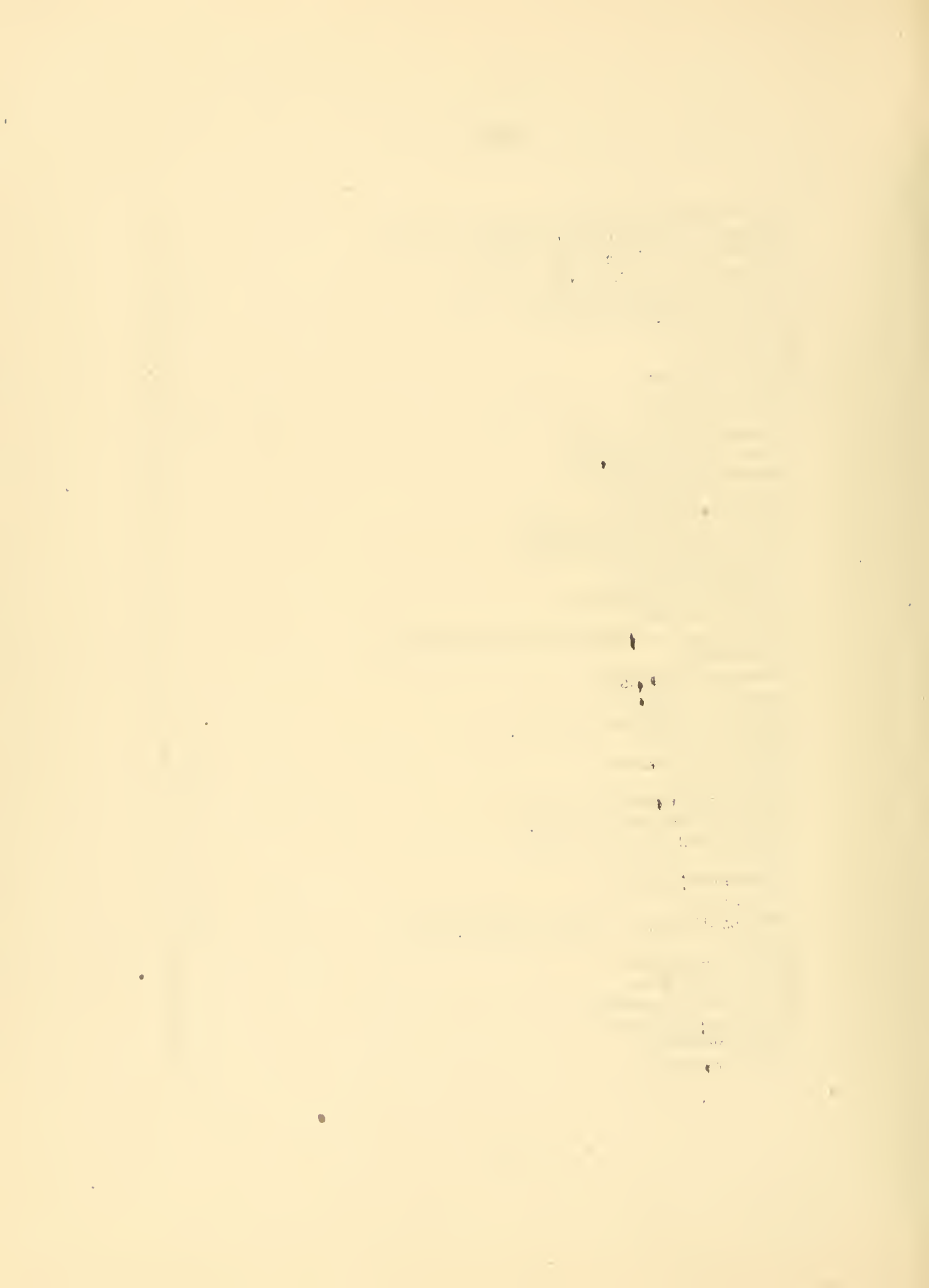
Arthur L. Lindsay Paul W. Smith

Fire Control Center

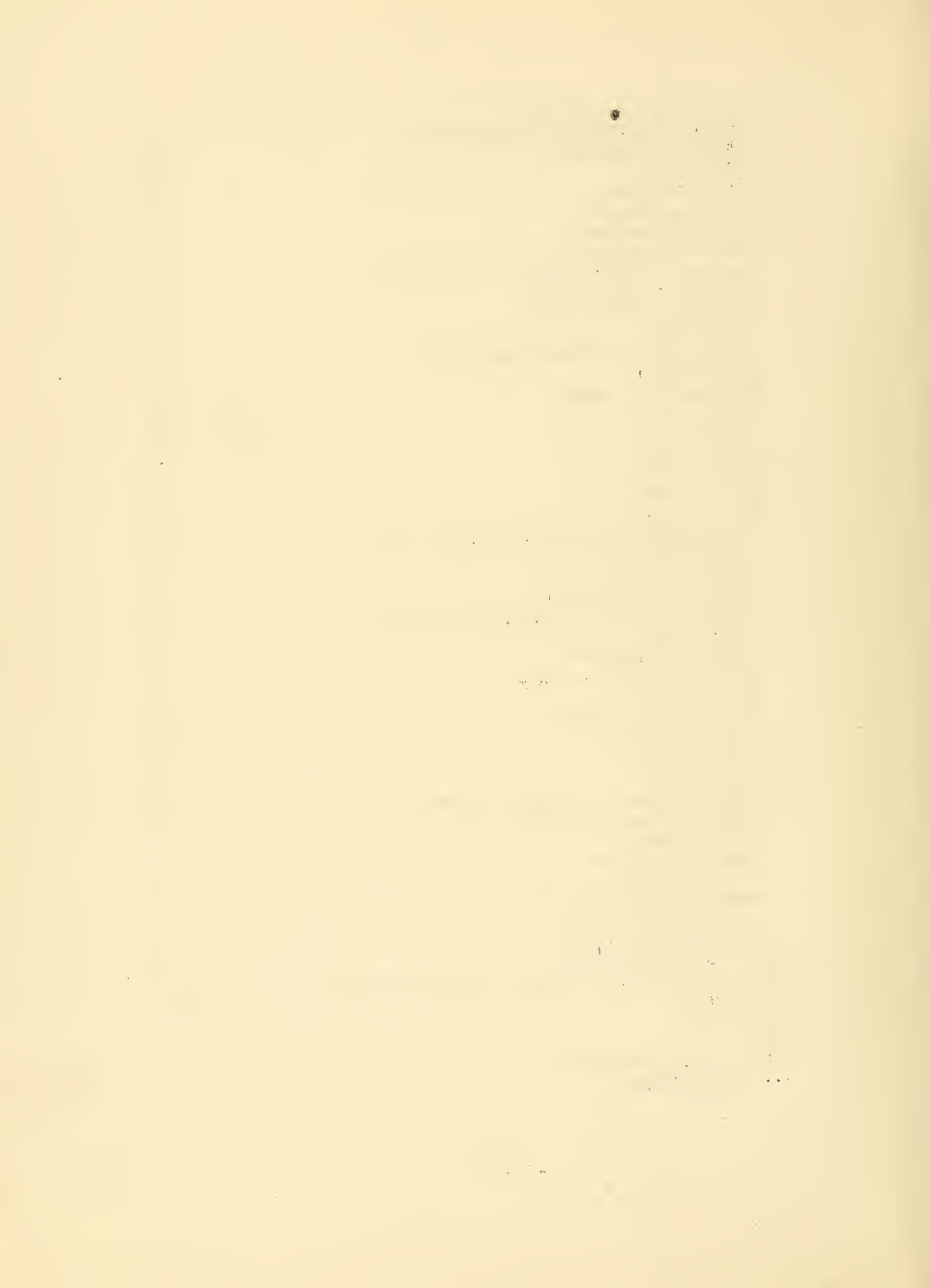
Joseph P. Cullinane Clarence M. Fuller
 Donald L. Newman

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